

# NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM (NDIIS)

## PROVIDER LOT DISTRIBUTION

1. Click the **Lookup** link in the *Provider* section of your NDIIS homepage.

2. Scroll through the list of NDIIS providers until you find your provider site.
3. Click on your provider and then click [View](#) or double-click your provider to open your provider profile.
4. Move to the **Lot Distribution** tab of your provider record.

This folder is only available when inquiring on a provider site for which you have access. Lot inventories for a provider can only be viewed by that provider and the NDDoH.

The Lot Distribution folder displays a provider's inventory of vaccines. The information provided includes the Lot Number, Vaccine, Expiration Date and Doses on Hand.

Lot Number	Vaccine	Expiration	On Hand
000000112TEST - Private	DTAP	01/02/2007	5
0418U	MMR	03/02/2009	4
500782P	H1N1 (Live virus)	01/15/2010	-1
546K	CHICKENPOX	02/02/2007	2
987885 - Private	CHOLERA	09/29/2010	205
aaaencrypt11 - Private	CHICKENPOX	01/01/2006	1
scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54

☒ Include Expired Lots  
☒ Include No Doses on Hand  
Lots Found: 7

The vaccine inventory displayed in this folder includes:

- Vaccines from your NDIIS provider inventory.
- Vaccines sent to you by NDDoH. They will log and transfer them to you.
- Vaccines you receive from other entities and those vaccines entered in Vaccine Management.

The Doses on Hand quantity is affected by performing the following actions:

- Manually adjusting the number of doses on hand.
- Transferring doses to another NDIIS provider or receiving transferred doses from another NDIIS provider.
- Wasting doses in the Vaccine Ordering, Returns and Wastages module.
- Returning doses in the Vaccine Ordering, Returns and Wastages module.
- Adding doses by lot number to a client's record in the client Immunization folder.

## Expired Lots and No Doses on Hand

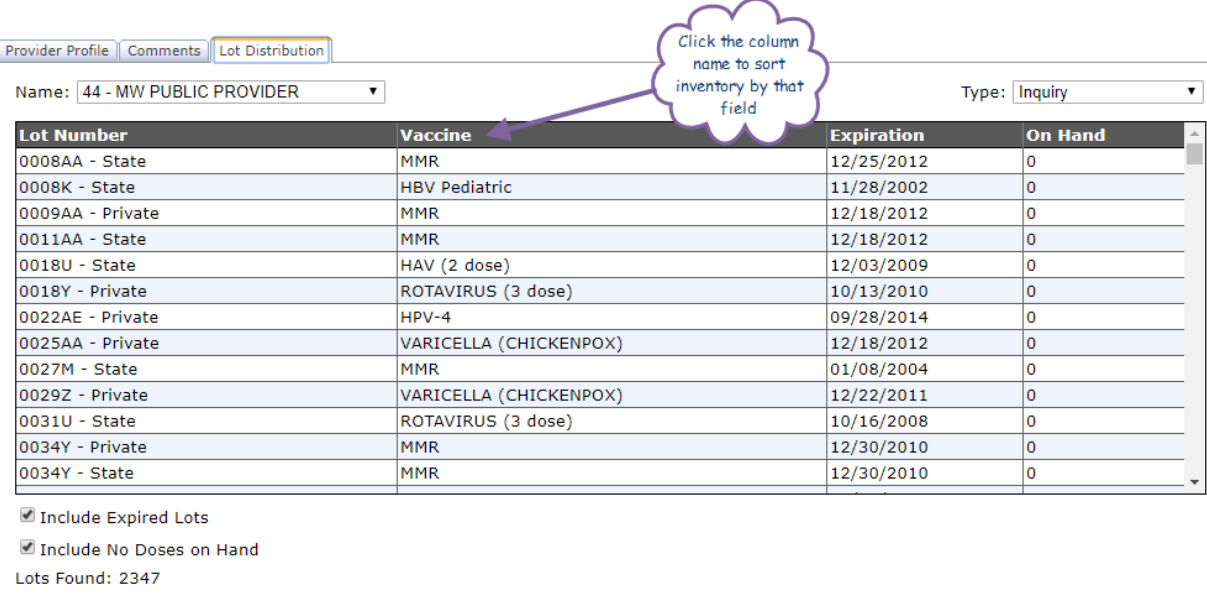
The user also has the ability to display expired lots and lots with no doses on hand in the inventory list. To do so, click the check box located on the lower left-hand side of the window. When the box is checked, the corresponding lots will be included; when the box is unchecked, the lots will not be included in the list.

☒ Include Expired Lots

☒ Include No Doses on Hand

## Sort Options

Information in this folder can be sorted by clicking on the column heading. Click the column heading once to display the data in ascending order and click again to change the order to descending.



Provider Profile | Comments | **Lot Distribution**

Name: 44 - MW PUBLIC PROVIDER Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
0008AA - State	MMR	12/25/2012	0
0008K - State	HBV Pediatric	11/28/2002	0
0009AA - Private	MMR	12/18/2012	0
0011AA - State	MMR	12/18/2012	0
0018U - State	HAV (2 dose)	12/03/2009	0
0018Y - Private	ROTAVIRUS (3 dose)	10/13/2010	0
0022AE - Private	HPV-4	09/28/2014	0
0025AA - Private	VARICELLA (CHICKENPOX)	12/18/2012	0
0027M - State	MMR	01/08/2004	0
0029Z - Private	VARICELLA (CHICKENPOX)	12/22/2011	0
0031U - State	ROTAVIRUS (3 dose)	10/16/2008	0
0034Y - Private	MMR	12/30/2010	0
0034Y - State	MMR	12/30/2010	0

☒ Include Expired Lots  
☒ Include No Doses on Hand  
Lots Found: 2347

## Adjust Doses on Hand

This action is necessary when actual physical inventory count of the doses on hand does not match the number of doses on hand in your NDIIS inventory.

To adjust the doses on hand:

1. Select **Adjust** in the Type drop-down box.
2. Click the **Edit** button in the far left column next to the lot that you would like to adjust.

- Type in the correct number of doses on hand. The quantity will display in the column labeled "Actual On Hand".
- Click **Save** to keep lot adjustment or **Cancel** to discard adjustment.

Provider Information | Comments | **Lot Distribution**

Name: 9990 - TEST Type: Adjust Trans. Date: 07/09/2014

	Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
Edit	00001THTEST - Private	MCV4 Menactra	12/31/2099	14	
Edit	00001THTEST - STATE - State	MCV4 Menactra	12/31/2087	20	
<b>Edit</b>	H010145 - Private	HAV (2 doses)	02/27/2015	15	
Edit	MWTESTLOT - Private	DTaP-Hib-IPV (Pentacel)	10/27/2014	6	
Edit	scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54	
Edit	UPGRADETEST - Private	ROTAVIRUS (2 DOSE)	10/31/2017	10	

☐ Include Expired Lots ☐ Include No Doses on Hand Lots Found: 6

Adjust Cancel

	Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
Edit	00001THTEST - Private	MCV4 Menactra	12/31/2099	14	
Edit	00001THTEST - STATE - State	MCV4 Menactra	12/31/2087	20	
<b>Save</b>	<b>H010145 - Private</b>	<b>HAV (2 doses)</b>	<b>02/27/2015</b>	<b>15</b>	<b>12</b>
Edit	MWTESTLOT - Private	DTaP-Hib-IPV (Pentacel)	10/27/2014	6	
Edit	scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54	
Edit	UPGRADETEST - Private	ROTAVIRUS (2 DOSE)	10/31/2017	10	

- Click **Adjust** to complete the inventory update or **Cancel** to cancel any changes made.
- Type your comments into the pop-up window and click **OK**.

**Note:** You may change the number of doses on hand for multiple lots at once. To do so, simply change the quantity for each lot using the "Edit" function, save each lot number adjustment and click **Adjust** to update all on actual hand amounts at once.

## Transfer Doses on Hand

This action is necessary when you need to transfer doses to another provider. The quantity of doses transferred will be removed from your inventory and added to the inventory of the other provider. A packing slip to include with the shipment will be generated at this time.

To transfer doses:

1. Select "Transfer" in the Type drop-down box.
2. Type the date of the transfer into the Trans. Date field if different from the default date (today's date).
3. Click the **Edit** button in the far left column of the lot in the list that you are transferring.

The screenshot shows a software window titled 'Lot Distribution' with three tabs: 'Provider Information', 'Comments', and 'Lot Distribution' (the active tab). The window contains the following elements:

- Name:** 9990 - TEST (dropdown menu)
- To:** -- SELECT ONE -- (dropdown menu)
- Type:** Transfer (dropdown menu, highlighted with an orange circle)
- Trans. Date:** 07/09/2014 (text field with a clear button 'x')

	Lot Number	Vaccine	Expiration	On Hand	Doses To Transfer
Edit	00001THTEST - Private	MCV4 Menactra	12/31/2099	14	
Edit	00001THTEST - STATE - State	MCV4 Menactra	12/31/2087	20	
Edit	H010145 - Private	HAV (2 doses)	02/27/2015	15	
Edit	MWTESTLOT - Private	DTaP-Hib-IPV (Pentacel)	10/27/2014	6	
Edit	scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54	
<b>Edit</b>	UPGRADETEST - Private	ROTAVIRUS (2 DOSE)	10/31/2017	10	

Below the table, there are two checkboxes:

- ☐ Include Expired Lots
- ☐ Include No Doses on Hand

At the bottom left, it says 'Lots Found: 6'. At the bottom right, there are two buttons: 'Transfer' and 'Cancel'.

4. Type in the number of doses you will be transferring. The quantity will display in the column labeled "Doses to Transfer".
5. Click **Save** to keep transfer amount or **Cancel** to discard

6. Select the NDIIS provider the doses will be transferred to in the drop-down box labeled "To".

Provider Information   Comments   **Lot Distribution**

Name: 9990 - TEST   Type: Transfer

To: -- SELECT ONE --   Trans. Date: 08/16/2013

	Lot Number	Vaccine	Expiration	On Hand	Doses To Transfer
<input type="button" value="Edit"/>	00001THTEST - Private	MCV4 (Meningococcal)	12/31/2099	14	
<input type="button" value="Edit"/>	999MWTEST887 - Private	PCV13 (PNEUMOCOCCAL)	06/30/2014	16	10
<input type="button" value="Edit"/>	H010145 - Private	HAV (2 doses)	02/27/2015	5	
<input type="button" value="Edit"/>	MWTESTLOT - Private	DTaP-Hib-IPV (Pentacel)	10/27/2014	6	5
<input type="button" value="Edit"/>	scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	UPGRADETEST - Private	ROTAVIRUS (2 DOSE)	10/31/2017	10	5

7. Click  to implement the transfer or  to cancel any changes made.

8. The following box will appear after clicking the Transfer button:

**NDIIS**

Do you wish to print Packing Slip?

9. Click **Yes** to print the packing slip or **No** to continue without printing.
10. Type your comments into the pop-up window and click . The packing slip will be displayed for you to print.

**Note:** You may transfer multiple lots at once. To do so, simply enter the quantity for each lot using the "Edit" function, save each lot number being transferred and click  to transfer all doses at once.